

OpenConf

Peer Review and Conference Management System V.6.20

Author Submission Guide

Author Submission Guidelines

Contents

A. Paper Submission.....	3
B. Edit Submission.....	8
C. Upload File.....	9
D. View File	9
E. Withdraw Submission	10
F. Check Submission Status	10
Forgot ID.....	11
Forgot Password	11

A. Paper Submission

1. In the “Authors” section of the submission page, select “**Make a Submission**”.



Note: If any of the menu within the author section is not available, it means that this option has been closed by the program chair.

Authors:

- **Make Submission**
- [Edit Submission](#)
- [Upload File](#)
- [View File](#)
- [Withdraw Submission](#)
- [Check Status](#)

Review & Program Committees:

- [Sign In](#)
- Sign Up — Keycode:

Chair:

- [Sign In](#)



Please **DO NOT** sign in within Review & Program Committees and Chair section as that particular section is to be used by appointed reviewers, advocates (program committees) and program chair **ONLY**.

2. In the next screen, enter the title of the paper.

General Information

Submission Title:

3. Enter the author(s) details with the valid e-mail address. If the author is more than three (3), click “Add Author” to fill their info.

Author(s)

Author 1

First/Given Name:

Last/Family Name:

Organisation:

Country:

Email:

Author 2

First/Given Name:

Last/Family Name:

Organisation:

Country:

Email:

[Add Author](#)

4. If there is more than one (1) author, please select the Contact Author in the drop down list and enter the **alternate email address** or **telephone number**.

Contact Author

Contact Author:

Author who will serve as the point of contact for correspondence about the submission.

Alternate Contact:

Alternate contact information, such as personal email address or telephone number; used only if unable to contact using above email address.

5. After completing the data of the authors, select the Topic Area of the paper.

Topic Areas

To help match submissions to reviewers and sessions, please select the area(s) most applicable to your submission

Topic Areas:

- Accounting Education
- Accounting Information Systems
- Auditing and Internal Control
- Case Studies
- Corporate Finance and Capital Market
- Corporate Governance
- Corporate Social Responsibility
- Financial Accounting and Reporting
- Forensic Accounting
- International Accounting
- Islamic Accounting
- Management Accounting and Costing
- Other
- Public Sector Accounting
- Social and Environmental Accounting

6. Write some keywords and abstract in the following section. *(Please noted that the info that has been filled it in here will be used to print the Abstract Book later. Author has to make sure the info in here is similar in the paper).*

Content

Keywords:

Abstract:

7. Insert an easy to remember password, which will allow you to make changes in your paper later.

Password

Please enter a password you will remember. The submission ID, which you will receive via email upon submission of this form, along with this password will allow you to make future changes to this submission.

Password:

Re-enter Password:

8. Insert in the comments box if you have some additional info that you want to let the Program Chair aware i.e. if you do not want your paper to be included in the conference proceedings.

Comments

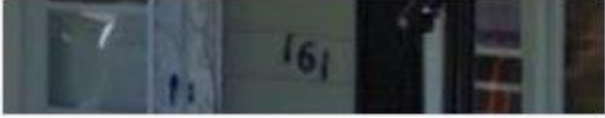
Optional Comments:


9. To make sure that you are a human, please key in the correct captcha as per picture shown in your screen.


CAPTCHA

Enter the words or numbers within the image in the field beneath it. If you cannot read them, click on the circular arrow (top) icon to see new ones, or on the speaker icon to have numbers read to you which you should then enter into the field.

CAPTCHA Check:







[Privacy & Terms](#)

10. Once the form is completed, press the “Make Submission” button.

Please check over your entries, making sure everything is filled out. When ready, click on the Make Submission button below once.



**Please DO NOT forget to UPLOAD your full paper (if the conference required you to submit it) after you make submission.
Please refer to Upload File section for the details.**

11. If the data supplied is complete, the following message will appear and the same information will be sent to the e-mail you provided. Please make sure that you REMEMBER your **SUBMISSION ID** and your **PASSWORD**.

Submission

Thank you for your submission. Your submission ID number is [Your ID Number]. Please write this number down and include it in any communications with us.

Below is the information submitted. We have also emailed a copy to the submission contact. If you notice any problems or do *not* receive the email within 24 hours, please contact us.

Submission ID: 1

Title: The Title of Your Paper

Author 1:

First Name: Your First Name

Last Name: Your Last Name

Organisation: Your Organisation

Country: Your Country

Email: your@email.address

Contact Author: Author 1

Alternate Contact: +601112345678

Topic(s): Your Topic Ares

Keywords: Your; Key; Words

Abstract: Your Abstract

Comments: Your Comments

B. Edit Submission

1. You probably need to edit the information about the paper if you find out there is a mistake after the submission or there are some amendments that need to be done after your paper has been reviewed. PLEASE DO NOT CREATE A NEW SUBMISSION. You can just using this menu instead. You can just click “**Edit Submission**”.

Authors:

- [Make Submission](#)
- **[Edit Submission](#)**
- [Upload File](#)
- [View File](#)
- [Withdraw Submission](#)
- [Check Status](#)

Review & Program Committees:

- [Sign In](#)
- Sign Up — *Keycode:*

Chair:

- [Sign In](#)

2. Key in your Submission ID and your password in the box provided.

Edit Submission

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

C. Upload File

After you have make a submission, you need to upload your paper through the Upload File menu.

1. Fill in your Submission ID and your password
2. Click Choose File button and find your paper file in your computer.
3. Choose the format of your file from the dropdown menu. Make sure that the format is similar with the format of your paper.
4. Click Upload File button.
5. Done!

Upload File

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

File: No file chosen

File limit is 20MB. If your file is larger, leave the File field empty and contact the [Chair](#).

D. View File

View File

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

E. Withdraw Submission

Withdraw Submission

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

F. Check Submission Status

Check Status

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

Forgot ID

In case you forgotten your ID, you can just click the forgot ID link and enter the email address that you use to submit your paper before. If the email address that you provided is correct, the system will sent your submission ID in your email.

Email Submissions

Please enter your email address below and click on *Email Submissions*. We will then email you a list of submissions for which you are the contact author.

Email:

If you forget the email address that you use during the submission, please contact the Program Chair for help.

Forgot Password

If you forgotten your password, you can just click forgot password link and enter your Submission ID and your email. The system will auto generate your password and sent it to the email address that you provided during the submission.

If you forget the email address that you use during the submission, please contact the Program Chair for help.

Reset Password

Please enter your submission id and the contact author's email below

Submission ID:

Email:

- end -

